

HARTFORD CHAPTER ASM INTERNATIONAL

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by

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## **ARTICLE I NAME AND PURPOSE**

### **Name**

Section 1 - The name of this chapter of ASM INTERNATIONAL (American Society for Metals), hereinafter called The Society, shall be Hartford Chapter, ASM International (American Society for Metals), hereinafter referred to as The Chapter.

### **Purpose**

Section 2 - The Chapter is formed for the exclusive purpose of advancing, in its own geographical region, scientific, engineering, technical and practical knowledge, particularly with respect to the manufacture, treatment, selection and use of metals and other engineering materials, through education, research and the compilation and dissemination of information useful to the individual and beneficial to the general public. The primary functions of The Chapter are community service and education for anyone having an interest or needing assistance in metallurgy or related fields. Education programs will emphasize dissemination of technical information in the field of materials. These will include familiarization of young people with the field of material science by contributing to elementary and secondary schools, and other youth-oriented programs. Such programs will be provided by (for) the Program, Education, or (and) Student Affairs committees. Retirement counseling, assistance for persons seeking jobs, and effort to place such persons within the field of metallurgy will be provided without charge.

## **ARTICLE II LIMITATIONS AND DISSOLUTION**

### **Limitations**

Section 1 - (a) The Chapter shall operate only under the Charter granted to it by The Society, giving it authority to carry on the work of The Society, subject to the rights, privileges, and obligations provided for in The Constitution and The Rules for the Government of The Society hereinafter called The Rules.

(b) No part of the net income of The Chapter shall inure to the benefit of any private individual or company.

(c) No part of the activities of The Chapter shall consist of carrying on lobbying (propaganda) or otherwise attempting to influence legislation, or of participating in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

(d) The Chapter shall not at any time possess powers, exercise authority, or engage in activities, either expressly or by interpretation, which are not permitted to be possessed, exercised or engaged in by an organization exempt from Federal income tax.

## **Dissolution**

Section 2 - If The Chapter should return its Charter to The Society for any reason, or should have its Charter revoked, the *affairs* of The Chapter shall be terminated immediately under the supervision of The Board of Trustees of The Society, hereinafter called The Board, and all funds or other property remaining after the payment of debts and obligations of The Chapter shall be transferred to and paid to the State of Connecticut, to a municipality or to an organization holding a valid tax exemption permit issued by the State Tax Commissioner.

## **ARTICLE III MEMBERS AND FEES**

### **Members**

Section 1 - (a) The members of The Chapter shall be those meeting the requirements of The Society who have been assigned to it, either at their own request, or by The Society for geographical reasons, and who have been elected by majority vote of the Executive Committee. Classes of membership are: individual, sustaining, student, and associate. Classes of special members and qualifications for special membership shall conform to those stipulated in The Rules. These are: honorary, life, fellow, and distinguished life.

(b) There shall be no bar to membership in The Chapter because of race, creed, sex, citizenship, or country of origin.

(c) Dues-paying members of The Chapter, regardless of classification, shall be accorded the privilege of the floor and the vote at any regular meeting.

### **Fees**

Section 2 - (a) Fees for individual members and student members shall be those stated in The Rules.

(b) The fee for sustaining members of The Chapter shall be set by the Executive Committee, but shall not be less than the sustaining membership rate charged by The Society (\$40.00 annually).

**Omit Article III, Section 2-c:** (c) There shall be an additional fee of five dollars (\$5.00) as an initiation fee for new members or a reinstatement fee for members rejoining after a lapse in membership for more than six (6) months.

ARTICLE IV  
CHAPTER MEETINGS AND FISCAL YEAR

Number and Subject

Section 1 - (a) At least seven (7) Chapter meetings, held at such times and places as the Executive Committee shall determine, shall be devoted to educational, technical, engineering or scientific purposes.

(b) There shall be no charge for attending any of The Chapter technical meetings, and such meetings shall be open to the public.

(c) No advertised exhibitions shall be held by The Chapter without specific authorization from The Board. Dates for regional meetings, conferences, or seminars shall be cleared with the Managing Director of The Society before final plans are made.

(d) Ten (10) percent or more of the voting members in good standing shall constitute a quorum at any regular meeting of The Chapter. The act of a majority of the voting members in attendance at any meeting at which a quorum is present shall constitute an act of The Chapter.

Annual Meeting

Section 2 - The annual business meeting of The Chapter shall be held no later than May 15 (April 30) of each year, at a time and place decided by the Executive Committee.

Fiscal Year

Section 3 - The fiscal year of The Chapter shall begin on June 1 and end on May 31.

ARTICLE V  
EXECUTIVE COMMITTEE

Authority

Section 1 - (a) All the affairs of The Chapter shall be directed by an Executive Committee.

(b) The Executive Committee shall consist of the Chairperson (man), Vice Chairperson (man), Secretary, Treasurer, immediate past Chairperson (man), nine (9) elected committee members (men) and any other elected positions deemed necessary by the Executive Committee.

(c) The Chapter Chairperson (man) shall serve as Chairperson (man) of the Executive Committee.

(d) The elected committee members (men) of the Executive Committee shall serve a term of three (3) years. One-third shall be elected annually.

(e) Vacancies occurring on the Executive Committee shall be filled through appointment by the Chairperson (man).

### **Standing Committees**

Section 2 - The standing committees of The Chapter shall be: Program, Education, Membership, Finance, Public Relations, Entertainment, Arrangements, Roster, Attendance & Reception, and Student Affairs. The Chairperson (man) of each standing committee shall be a member of the Executive Committee appointed by The Chapter Chairperson (man) The Program, Education and Student Affairs committees will provide community service through education to primary and secondary schools, and to youth groups and clubs. Specific programs may include Student Night, Metallurgy Day, Boy Scout Metals Engineering and/or Metalwork (Metallurgy) Merit Badges, and participation in the Connecticut Science Fair. Technical advice and education in the areas of pollution control and conservation (e.g. recycling of metal scrap, energy use, etc.) will be provided to local businesses and industry without charge. Other committees may be established by the Chairperson (man) for any given year. Committee Chairpersons (men) will appoint the necessary number of committee members from The Chapter membership-at-large.

### **Quorum**

Section 3 - A majority of the total membership of the Executive Committee shall constitute a quorum at any of its meetings. A majority vote will rule when a quorum is present.

### **Meetings**

Section 4 - The Executive Committee shall meet a minimum of six (6) times each year, at such times and places specified by the Chairperson (man). Should a member fail to attend without proper reason three (3) consecutive Executive Committee meetings, or cease to be a member in good standing, his office shall be declared vacant by the Chairperson (man).

### **Duties**

Section 5 -The Executive Committee members (men) shall serve as standing Committee Chairpersons (men), or at-large, and shall perform such other duties as are designated by the Chairperson (man). Suitable bond shall be provided for appropriate officers or members, through The Society.

## **ARTICLE VI FINANCE**

### **Receipt and Payment of Monies**

Section 1 - (a) The Treasurer, as financial officer of The Chapter, is authorized to receive and disburse all moneys under the direction of the Executive Committee.

(b) The Treasurer shall deposit all receipts in the operating accounts of The Chapter and all disbursements shall be made by checks from the checking account. The only exceptions shall be cash receipts for payment of dinners at monthly technical meetings, (.) **and other payments under \$5.00 which may be paid from a petty cash fund which shall not exceed \$25.00 at any one time. Signed receipts for such expenditures must be maintained.**

(c) All checks for the payment of moneys of The Chapter or withdrawals from savings accounts shall be drawn in the name of The Chapter and shall be signed by the Treasurer and countersigned by another authorized officer.

## **Auditing**

Section 2 - Fiscal Auditing Committee: A committee consisting of three (3) past Chairpersons (men), none of whom shall be an Executive Committee member, shall audit the financial records of The Chapter. Audits may be performed at any time and must be performed prior to any transfer of financial responsibility. The report of the auditing committee will be included in The Chapter Chairperson's (man's) annual report. A copy of the report will be sent to the Treasurer for his response.

## **ARTICLE VII OFFICERS**

### **Elected Officers**

Section 1 - The elected officers of The Chapter shall be the Chairperson (man), Vice Chairperson (man), Secretary, and Treasurer, and any others that the Executive Committee deems necessary. They will serve a term of one (1) year.

Section 2 - (a) The duties of each Chapter officer shall be those given in The Rules and as stated herein.

(b) The Chairperson (man) shall be the chief executive of The Chapter presiding at all general and Executive Committee meetings. The Chairperson (He) shall be responsible for compiling an annual report including the Secretary's, Treasurer's, and standing committees' reports to be distributed to the membership and to The Society. The Chairperson (He) shall assume such powers and duties as may be prescribed by the Executive Committee.

(c) Vice-Chairperson (man): The Vice-Chairperson (man) shall assume the duties of the Chairperson (man) in the latter's (his) absence. The Vice-Chairperson (He) shall also serve as Chairperson (man) of the Program Committee. Other duties and powers may be prescribed by the Executive Committee.

(d) Secretary: The Secretary shall keep full minutes of all business meetings of The Chapter and of the Executive Committee, and shall have custody of all papers and records of The Chapter. Minutes of the Executive Committee meetings shall be distributed to the Executive Committee prior to the next meeting. The Secretary (He) shall maintain Chapter membership records to include name, address, company affiliation, and membership class. The Secretary (He) shall be the correspondent for The Chapter and perform such other duties as prescribed by The Rules and the Executive Committee. Expenses of the Secretary' s office, as approved by the Executive Committee, shall be reimbursed semi annually by the Treasurer.

(e) Treasurer: The chief duty of the Treasurer is the receipt of payment of moneys as specified in Article VI, Section 1. The Treasurer (He) shall report The Chapter' s finances in writing at each Executive Committee meeting. The Treasurer (He) shall submit, after proper audit, an annual financial report to The Society as of May 31. Corrective actions requested of the Treasurer by the auditing committee shall be responded to in writing and be included as part of this annual financial report. Other duties may be prescribed by The Rules and the Executive Committee.

## **Vacancies**

Section 3 - (a) If the office of Chairperson (man) becomes vacant for any reason during the elected term, the Vice-Chairperson (man) shall become the Chairperson (man) for the remainder of the unexpired term, thereby creating the vacancy of Vice Chairperson (man). This will not affect the Vice Chairperson' s (his) right of election to the office of Chairperson (man) for a full term.

(b) If any elected office other than that of Chairperson (man) becomes vacant, the Executive Committee shall fill the vacancy from its own membership by simple majority vote at the next (an) Executive Committee meeting, or at a special Executive Committee meeting for which all members of the Executive Committee shall receive at least six (6) days notice.

## **ARTICLE VIII NOMINATIONS AND ELECTIONS**

### **Nominating Committee**

Section 1 -A Nominating Committee consisting of three (3) voting members in good standing, two of whom shall be past Chapter Chairpersons (men), shall be appointed by the Chapter Chairperson (man), subject to confirmation by the Executive Committee at the June Executive Committee meeting.

### **Duties of the Nominating Committee**

Section 2 - (a) The Committee shall nominate at least one (1) candidate for each Chapter office to include Chairperson (man), Vice-Chairperson (man), Secretary, Treasurer, and any other office established by the Executive Committee. At least two (2) candidates for each of the Executive Committee vacancies shall be nominated. The committee shall establish the eligibility of all nominees as hereinafter described, for the office to which the person (he) has been nominated and the person' s (his) willingness to serve if elected.

(b) The Chairperson (man) of the Nominating Committee will submit in writing to the Chapter Chairperson (man) and Secretary the Recommendations of the Nominating Committee for inclusion in the announcement of the meeting preceding April 15 (March 15).

### **Qualifications of Candidates for Office**

Section 3 - (a) The candidate for Chapter Chairperson (man) shall be the incumbent Vice Chairperson (man) unless the Vice Chairperson (he) declines, or in the opinion of Nominating Committee the best interest of The Chapter will be served by a nominee not having this qualification.

(b) Candidates for Secretary, Treasurer, Vice-Chairperson (man) and Chairperson (man) or other offices shall be selected from voting members who have held, or who will have held by the following June, at least one 3 year term (3 years) as Executive Committee members unless in the opinion of the Nominating Committee the best interests of The Chapter will be served by nominees not having this qualification.

(c) Candidates for Executive Committee membership shall be voting members in good standing.

### **Other Nominations**

Section 4 - Nominations from the membership-at-large for any elective office will be accepted by the Nominating Committee Chairperson (man) at or before the meeting preceding April 15 (March 15) at which the Nominating Committee' s report is read, provided:

- (a) Such nominations are submitted prior to the reading of the Nominating Committee' s Report.
- (b) Such nominations are submitted in writing and signed by at least fifteen (15) Chapter members in good standing.
- (c) Such nominations conform to the requirements of Section 3 for Qualifications of Candidates.

### **ELECTIONS**

Section 5 - Within ten (10) days after the meeting at which the nominations are announced, the Secretary shall mail a ballot to each voting member. The ballot will contain the names of all nominees, the office for which they are standing and appropriate instructions as to the manner of voting. Provision shall be made for return of the ballots by mail to the Chairperson (man) of the Teller's Committee.

## **Teller's Committee**

Section 6 - A Teller' s Committee consisting of three (3) voting members in good standing, none of whom shall be members of the Nominating Committee and at least one (1) of whom shall be a past Chapter Chairperson (man) shall be appointed by the Chapter Chairperson (man) subject to confirmation by the Executive Committee at the June Executive Committee meeting.

### **Duties of the Tellers' Committee**

Section 7 - (a) The Chairperson (man) of the Tellers' Committee will accept the ballots until noon of the day of the Annual Meeting. The ballots will be counted in the presence of the Committee and no others. The Tellers' Committee shall be the sole judge of the validity of any ballot.

(b) The nominee receiving the greatest number of votes for office shall be declared elected. In the event that two candidates for a single office receive the same number of votes, the winner shall be decided by the Committee within seven (7) days.

(c) The Chairperson (man) of the Tellers' Committee will report to the membership at the Annual Meeting the total number of returned ballots, the names of the candidates elected and no other information. A formal report of the Tellers' Committee in writing shall be submitted to the Secretary together with the ballots as soon as possible.

### **Installation**

Section 8 - The newly elected Officers and Executive Committee members (men) will take office at the final Executive Committee meeting which will be held on the first or second Tuesday in June.

## **ARTICLE IX ADOPTION AND AMENDMENTS**

Section 1 - (a) These Rules for Government may be adopted or amended after a two-thirds affirmative vote of the Executive Committee, acceptance by the Managing Director of The Society and an affirmative vote of the membership, either by voice vote at any meeting, or by letter ballot.

(b) In all cases, the members of the voting body shall, five (5) days prior to balloting, have received a copy of The Rules for Government and changes being considered.

Section 2 - Amendments to these Rules for Government may be proposed by a member of the Executive Committee or by a written petition filed with the Secretary and signed by at least five (5) members of The Chapter in good standing.

## **Effective Date**

Section 3 - These Rules for Government, or amendments thereto, shall become effective immediately after having been favorably acted upon in accordance with Section 1.

Section 4 - At least every ten (10) years, beginning in 1970, the Chairperson (man) shall appoint a committee to consider revisions and amendments to these Rules for Government. This committee will submit a formal report in writing to the Executive Committee, including revisions or amendments that are recommended, and the exact details and wording thereof.